Rare Book and Manuscript Library

(Kenneth A. Lohf)

Part I: Statistical Reports

Table I

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1968/69

Department: Special Collections Reported by: Kenneth A. Lohf Date: July 1969

Note: All materials processed by Special Collections except those followed by "c".

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year	
1. STANDARD PRINTED MATERIALS	———	———	———	———	
Books	228,616 (c)	2,007 (c)		230,623 (c)	*
Serials					
TOTAL (Books & Serials)					
College Catalogs					
Music Scores	ca. 350			ca. 350	
Newspapers					
Technical Reports					
Trade (Manufacturers) Catalogs					
"Accessible," but uncataloged (types normally cataloged, not listed above)	57,336	1,517	6,201	52,652	*
Book dealer/ auction catalogs	ca. 13,800	ca. 500		ca. 14,300	*
Incunabula	819	10		829	

* These categories included in Cataloging Department summary of holdings.

C1(6/68)5C

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year	
2. MANUSCRIPTS	———	———	———	———	
Reports for Bachelor's degrees	384 vols.			384 vols.	
Master's essays	4,626 vols.	98 vols.		4,724 vols.	*
Doctoral dissertations	11,076 (c)	257		11,333 vols.	
Music					
Books, letters, dairies, etc.	4,833	3		4,836	*
Other (please specify)					
Manuscript collections (ca. 3,310,000 items)	500	37		537	
Cuneiform tablets	ca. 500			ca. 500	
3. MICROTEXT	———	———	———	———	
Microfilm	671 reels	15	293	393 reels	
Microcards					
Microprint					
Microfiches					
Other (please specify)					

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS				
Films				
Phonograph records	569			569
Slides	ca. 100			ca. 100
Tape recordings (spool,reel)	325			325
Other (Please specify)				
5. OTHER MATERIALS				
Broadsides	2,051			2,051
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1,375	23		1,398
Memoirs (Oral History)	1,199 vols	168		1,367vols
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	ca. 5,500			ca. 5,500
Tests				
Other (Please specify)				
Epigraphy specimens	159			159
Papyri	ca. 700	104		ca. 804[1]
Ostraca	ca. 500			ca. 500

[1] Additional papyri reported this year due to re-cataloging of collection.

Part I: Statistical Reports

Table 2

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1968. Library Special Collections

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		629	53,588	408	1
Aug.		491	66,600	254	
Sept.		324	32,613	441	
Oct.		1,036	48,026	386	
Nov.		898	112,362 X	252	
Dec.		805	32,228	594	
Jan.		988	38,341	115	1
Feb.		634	31,870	61	1
March		829	26,354	124	
April		1,223	28,469	265	
May		1,131	11,691	329	3
June		482	4,086	85	1
TOTAL	1967-68	9,299 9,362	265,508 485,020	2818 3,313	737 7

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 5000 items. (Briefly indicate the manner in which this estimate was made in the space below.) This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

C5(867)2C

Part II: Summary of the Year's Work

1. Development and Maintenance of the Collections

During the year the Rare Book and Manuscript Library has received a series of important and distinguished gifts, and has made purchases of rare books and manuscripts which have broadened the research value of the collections. The major gifts of the year are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However, special mention can be made of the Alfred and Clarisse Hellman Collection of D. H. Lawrence Manuscripts and Books, the Corliss Lamont Collection of John Masefield, the Mary Flagler Cary Charitable Trust gifts of Gutenberg imprints and Edward MacDowell manuscripts, the Melville H. Cane Papers, the Maurice Valency Papers, the Robert Underwood Johnson Papers, the Martin Mayer Papers, the William Y. Tindall Papers, and the Justin O'Brien Papers on André Gide. This year there were 132 donations totaling $235,586. This compares with 106 donations totaling $171,873. made in 1967/68.

During the year we expended $101,660.30, of which $28,000. represented funds allotted to the department. The remaining funds were allotted to the Rare Book and Manuscript Library for the purposes of specific important purchases (the Nikola Tesla Papers, the John Jay manuscripts and letters to be paid for by the Class of 1925, and a collection of nineteenth century French literature). The total also includes sizeable donations by Corliss Lamont and the Cary Trust for the purchase of individual items and collections. Acquired during the year were 285 books, 71 manuscripts, and 11 collections. A more detailed break-down is given in the Appendix following Part III.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 4,275 volumes during the year. The sale and exchange value of the items was $21,619.30. Since the

Duplicates Fund was set up, we have deposited $19,775.80 in it, which funds are to be used for the purchase of significant books and manuscripts that can not be acquired by means of regular allotted funds. The differential between the amount in the Duplicates Fund and the value of the duplicates disposed of can be accounted for by the various items we have received on exchange. Through the disposition of duplicates we have also reduced by some 5,000 volumes the number of uncataloged books in the Rare Book and Manuscript Library.

Binding and Maintenance. During the year 286 volumes were bound by the commercial binder, which is an increase over the 250 volumes bound in 1967/68. 494 volumes were received from the Columbia bindery where they received pamphlet bindings and board portfolios; this also represents an increase over the 319 volumes bound last year.

We have also continued our project of oiling our leather bindings, and of covering all book jackets in standard Mylar plastic "book covers."

Exhibitions. The following public exhibitions were on view in the third floor exhibition area in Butler Library:

American Posters from the Engel Collection
Butler Library, 3rd floor. June 18 - September 23, 1968.

Rarities for Research
Butler Library, 3rd floor. September 23 - December 2, 1968.

Original Drawings by David G. Lewis
Butler Library, 3rd floor. December 3 - December 16, 1968.

Author to Publisher. Letters to W. W. Norton & Co., Inc.
Butler Library, 3rd floor. December 16, 1968 - March 17, 1969.

George Macy Memorial Collection - Part 2.
Rotunda, Low Memorial Library. November 27, 1968 - May 2, 1969.

From Homer to Hemingway. Recent Notable Purchases.
Butler Library, 3rd floor. March 17 - June 16, 1969.

Gide Centenary Exhibition
Low Memorial Library, Faculty Room. May 7, 1969.
Butler Library, 3rd floor, flat cases. May 8 - September 15, 1969.

Ligature 68
Butler Library, 3rd floor, vertical cases. June 16 - September 15, 1969.

2. Bibliographical Control

Printed Materials

The collections have been increased this year by the addition of 3,524 volumes, of which 2,007 are catalogued and 1,517 are uncataloged. Our arrearages were reduced to 52,652 this year (from 57,336 the previous year), largely due to weeding out, and disposition of, duplicates and non-rarities.

The Rare Book and Manuscript Library still does not have a full-time cataloger, who would work exclusively with our materials. The following catalogers are responsible for our materials: Mrs. Jane Davies (one-half time), all books before 1800; Mrs. Mildred Stewart (one day a week), all books after 1800; and Miss Joanne Subcek (one-half time, the other half devoted to Graphic Arts), fine printing and books related to the history of printing. Miss Subcek has also begun to work on Science Transfer books, but other than that no work has commenced on any general cataloging of our arrearages. Smith and Seligman are particularly crucial areas, because of the continuing scholarly use of thse collections.

The total recorded, cataloged holdings as of June 30, 1969, in printed materials stands at 230,623 volumes.

Manuscripts and Manuscript Collections

The department's holdings of manuscripts have been increased by the addition of 71 individual manuscripts and 37 new manuscript collections containing approximately 180,000 items. These final two figures represent significant increases in their categories over the previous years. All of these additional collections have been described in "Our Growing Collections" in each issue of the Columbia Library Columns.

During the year, 179,043 manuscripts have been processed or cataloged, which includes new collections as well as manuscripts added to existing collections. Total recorded manuscript holdings as of June 30, 1969 are as follows:

Book Manuscripts	4,836
Oral History Memoirs	1,367
Manuscript Collections (containing approximately 3,310,00 items)	537
Master's Essays	4,724
Cuneiform Tablets	500

The opportunities for purchase of manuscripts and collections of papers exceed the funds at the disposal of the Rare Book and Manuscript Library for the purchase of such materials. While our acquisitions policy may seem somewhat random to an outsider, it has always been our policy to strengthen existing research collections and to add new materials in areas where a precedent or need was evident. Because of the rapidly developing manuscript market and of the availability and prices of types of manuscript materials, it seems appropriate that our acquisitions policy take a more defined course. In March, 1969, the poet Allen Ginsberg placed on deposit in the Rare Book and Manuscript Library his extensive collection of correspondence, manuscripts, and printed materials. In discussions with him, as well as with Professors Lionel Trilling, John Unterecker, and Carl Woodring, it was suggested that the Libraries begin to specialize in manuscripts of contemporary poets, often called the "Beat" poets, from 1945 to the present time. This seemed advisable from another point of view, namely, that Ginsberg and Jack Kerouac are Columbia College graduates, and that many of the other writers have been associated with Columbia either as students, lecturers, or readers. On this basis, we believe that we should acquire the letters, manuscripts, and collections of the postwar poets, who are, in general, the ones included in Donald M. Allen's landmark anthology, The New American Poetry, 1945-1960. As the end of the academic year approached, we had made contacts with several book and manuscript dealers and had made

preliminary inquiries and examinations of several important and interesting collections. It is anticipated that our next annual report will show considerable progress in this area.

3. Reference and Circulation Services

While we noted modest reductions in the use of books and manuscripts, as well as in the number of readers who visited the Reading Room in 1967/68 (doubtless due to the campus disorders), the statistics for 1968/69 show increases in all of these categories. The statistics for the past five years for both book and manuscript use are as follows:

	Manuscripts	Books
1964/65	128,708	10,980
1965/66	295,936	12,314
1966/67	401,359	11,298
1967/68	265,568	9,299
1968/69	485,020	9,362

The demands by readers on the department's facilities continue at a high level, and, during peak periods of use, particularly the winter and spring holidays, the strain on staff and equipment was critical.

The statistics on reader visits for the past five years are as follows:

1964/65	6,342
1965/66	6,038
1966/67	5,538
1967/68	4,597
1968/69	4,609

Working against physical disadvantages (lack of air-conditioning in the Reading Room and stack areas, inadequate work space, remote shelving

areas, among others), our staff has performed with skill, devotion, and imagination. It is only through their dedication and specialized skills that we are able to continue offering the services which scholars and students require and have come to regard as our characteristic strength.

It should also be noted that 675 reference letters and general correspondence were written by members of the department staff.

Part III: Current or Future Problems

1. Lack of air-conditioning and humidity control is causing the gradual deterioration of leather, paper, and vellum, to say nothing of the human discomfort.

2. Lack of sufficient work and office space for the Reading Room and processing operations.

3. Congestion in the Reading Room and the lack of Sufficient and appropriate desks for readers.

4. Lack of sufficient shelf space for the future growth of the book and manuscript collections.

5. Uncataloged printed materials now number approximately 63,000 volumes. This large a backlog is a serious handicap for scholars.

6. Lack of sufficient funds for binding and preservation of leather and vellum bindings.

7. Insufficient funds for the purchase of rare books and manuscripts. Budget increases in the past have not kept up with the rising purchase costs.

8. Unavailability of responsible part-time general assistants, whom we rely upon for most of our shelving.

Appendix

Purchases Made by Special Collections During 1968/69

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
265 General	41 $ 16,753.98	24 $ 11,506.00	1 $ 3,500.00	---	---	$ 31,759.98
L-293 Bancroft	55 $ 2,074.85	8 $ 2,256.00	3 $ 25,901.00	1 $ 20.00	---	$ 30,250.85
297 Duplicate	21 $ 1,258.50	---	7 $ 4,425.00	1 $ 375.00	1 $ 800.00	$ 6,858.50
350 Gen.Lib.	4 $ 170.50	---	---	---	---	$ 170.50
400 Bancroft	27 $ 967.50	---	1 $ 1,000.00	6 $ 1,516.96	---	$ 3,484.46
429 Epstean	4 $ 307.50	2 $ 147.50	---	---	---	$ 455.00
450 Kevorkian	4 $ 1,245.00	---	---	---	---	$ 1,245.00
462 Smith	29 $ 5,498.00	---	---	---	---	$ 5,498.00
483 Strass.	3 $ 175.00	---	---	---	---	$ 175.00
484 Ulmann	14 $ 980.00	---	---	---	---	$ 980.00
497 Lodge	73 $ 10,206.46	---	---	---	---	$ 10,206.46
531 Halsband	1 $ 25.00	1 $ 62.40	---	---	---	$ 87.40
533 Friends	8 $ 912.90	31 $ 4,292.45	3 $ 3,385.00	---	---	$ 8,590.35
536 Engel	---	5 $ 1,358.00	---	---	---	$ 1,358.00
6375	1 $ 543.00	---	---	---	---	$ 543.00
TOTALS	285 $ 41,115.99	71 $ 19,821.35	11 $ 38,211.00	10 $ 1,911.96	1 $ 800.00	$101,860.30

COLUMBIANA

Annual Report - Statistics

1968/69

	1965/66	1966/67	1967/68	1968/69
I. Attendance				
Reader visits	419	581	542	506
Visitors	2349	3808	3445	3048
II. Use of the Collections:				
A. On the premises				
Books	727	1241	1101	~~806~~
Manuscripts	24	48	319	137
Vertical files	361	535	54	212
	1112	1824	1474	~~1155~~
B. Off the premises				
Intramural	89 } 142	711 } 913	349 } 359	406 } 424
Extramural	53 }	202 }	10 }	18 }
Total Use	1254	2737	1833	~~1913~~ 1524

III. Growth of the collection:

	1968/69
A. Printed matter	
New acquisitions - cataloged	67 (serials)
	10 (books)
New acquisitions - uncataloged	28
Additions to duplicate collection	30 } not included
Additions to faculty offprint collection	5 } in holdings
B. Manuscripts	
Individual Manuscripts	33
Book manuscripts...15	
Letters and documents...18	
Manuscript collections	5
Additions to manuscript collections presently received	0
C. Other material acquired	
Framed pictures	12
Diplomas	2
Scrapbooks	9
Miscellaneous memorabilia	6
Photographs	7

IV. Processing:

A. Printed materials

Previous acquisitions catalogued..... 57

	1965/66	1966/67	1967/68	1968/69
Sent to cataloging dept.	59	40	43	72
Sent to binding dept.	67	114	135	99
Received from cataloging dept.				67
Received from binding dept.				99

B. Manuscripts (processed in Columbiana)	1968/69
Individual manuscripts	129

1968/69

Book manuscripts..... 4
Letters and documents.125

Manuscripts collections 2
Additions to manuscript collections previously received 50

C. Miscellaneous (processed in Columbiana)

Framed pictures 15
Diplomas 2
Scrapbooks 3
Departmental Records..... 95 volumes
Alumni records..... 15 boxes
Photograph albums..... 1
Phonograph records..... 3
Prize awards 5
Printed broadsides 20

FILING ENTRY

INITIALED FILE COPY

October 3, 1968

Mr. C. Donald Cook

Dissertations to be part of Special Collections holdings count.

Mr. Lohf, Miss Bonnell, and I now believe that Columbia doctoral dissertations should be included in the Special Collections holdings statistics. This need not necessarily involve any change in the current practice of classifying them for Columbiana (even though they have been and will continue to be shelved in Butler Library).

It is probably too late for you to make the changes in the 1967-1968 holdings figures; if so, please do so in the next annual compilation.

Charles W. Mixer
Assistant Director

cc: Miss Bonnell
Mr. Lohf

2/7/69

Libraries, 1968-69 Special Collections

Sub-Account Number	Name	Amt. All.	Expenditure Account Number	Name
586-8273-0293	Spec. Coll. Books	2,129	573-8270-0009	Books, periodicals, binding
586-8273-0294	Spec. Coll. Periodicals	500	"	"
586-8273-0297	Spec. Coll. Duplicate Fund (Transfer registered in Aug. 26, 1968 minutes)		573-8270-4068	Special collections Duplicate Fund
586-8273-0429	Epstein Fund	450	573-8270-1595	Epstein
586-8273-0482	Smith Fund	5,000	573-8270-1341	Smith
586-8273-0483	Strassburger Fund	175	573-8270-1552	Strassburger
576-8273-0484	Ulmann Fund	960	573-8270-1541	Ulmann
586-8273-0497	Lodge Fund	9,900	573-8270-1418	Lodge
586-8273-0532	General Purchase of Books	100	573-8270-5787	Gen. Pur. Books
586-8273-0533	Friends of Libraries Books	100	573-8270-5763	Friends C.U. Libs.
586-8273-1293	Spec. Coll. Binding	4,500	573-8270-0009	Books, periodicals, binding
586-8273-4293	Spec. Coll. Books, Bancroft	5,000	573-8270-1387	Bancroft

General Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July	17 665.70	5 902.50				1568.20
August	6 128.70	1 360.00				488.70
September	1 30.00	1 75.00				105.00
October						
November						
December	5 34.00					34.00
January	1 5.00					5.00
February	1 (Cataloging) 13,500.00					13,500.00
March		1 (Cary Trust) Manuscript 7,000				7,000.00
April	6 206.50	2 Hazbrouck Beckham 975.00	Nat Em Court Lib Com. 3,500.00			4681.50
May	9 2,124.98	14 Woodward Commons 2193.50				4,317.58
June						
Total	14,758.98	11,506.00	3,500.00	—	—	31,759.48

Cary Trust 13,500

Duplicate Fund (586-8270-0297)

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August			750.00			750.00
September	1 200.50					200.50
October	5 77.50					77.50
November	3 436.00		—		800.00*	1236.00
December	2 32.50					32.50
January	6 152.50			375.00		547.50
February	1 100.00*		2 (Cross, Inc.) 3,675.			3,775.00
March	1 37.00					37.00
April	2 190.00					190.00
May						—
June						
	1256.50		4425.00	375.00	800.00	6856.50

* Edwards Brothers, Judgment Dept.
* withdrawn

6856.50

COLUMBIA UNIVERSITY INTERDEPARTMENTAL MEMORANDUM
OFFICE OF THE DIRECTOR OF THE BUDGET
REQUEST FOR APPROPRIATION FROM A GIFT ACCOUNT FOR 1965-66
(See instructions on reverse side)

To: Recorder of Gifts
Box 4, Low Library

Date February 12, 1969

From: Mrs. Helen Selesky
(Please type name and sign or initial)

School, Department or Office Libraries

Please appropriate $ [illegible] (amount) from the gift titled 0311-501-4068 Spec. Coll. dupl. acct.

Account No. 0311- Activity 501 Gift No. 4068

For the following purposes:

Type of Expenditure	Amount	Fringe	Proposed Expenditure Account Number (For Budget Office Use)
Officers' Salaries	$	$	
SUPPORTING SERVICES			
Clerical Salaries.			
Salaries of Techniciansl			
Office Expenses.			
Travel			
Other (describe):			
RESEARCH (Do not itemize under $25,000/year)			
Research Expenses.			xxx-3070-xxxx
RESEARCH (Itemize only if over $25,000/year)			
Officers' Salaries			
Clerical Salaries			
Salaries of Technicians.			
Office Expenses.			
Other (describe):			
OTHER (describe): Towards purchase of Henry James letters (with Henry R. Benjamin Fund-Friends gift). For allocation to sub-acct. 586-8270-0297	$3,000		573-8270-4068
TOTAL	$3,000		

Note: Send one copy of this form to the Recorder of Gifts and retain duplicate for your records. IF YOUR GIFT IS OVERDRAWN, FILL IN EXPLANATION ON REVERSE SIDE.

Form GOI-66

General Library Reserve Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July	1 135.00					135.00
August	1 5.50					5.50
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May	2 30.00					30.00
June						
Total	170.50	—	—	—	—	170.50

170.50

(Bancroft)

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August						—
September			1 1,000.00	1 [illegible]		[illegible]
October				1 300.00		[illegible]
November				2 464.46		464.46
December				1 150.00		150.00
January						—
February						—
March				1 75.00		75.00
April				1 137.50		137.50
May	27 967.50			1 [illegible]		[illegible]
June						
Total	967.50	—	1,000.00	1,516.96	—	3,484.46

3,484.46

Bancroft Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July		1 1,100.00				1,100.00
August	4 105.50					105.50
September	1 85.00		1 1,200.00			1,285.00
October	25 615.00					615.00
November	9 213.50	1 250.00				1,063.50
December	4 145.00	1 75.00		1 20.00		240.00
January	3 30.00	2 600.00				630.00
February	6 143.15	1 150.00				293.15
March	2 37.50	2 Corso Ferlinghetti 80.00	1 Jay 24,526.00			117.50 unlisted 24,643.50
April	1 85.00		1 Dorfman 375.00			460.00
May	1 10.00					10.00
June						
Total	207.4.65	2,255.00	1,375.00 25,901.00	20.00	—	6,724.65 unlisted 30,250.65

5147.15

April 5,714.65 -

" 30,240.65 -

Epstean

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August						—
September						—
October	1 $47.50	1 47.50				$95.00
November	2 235.00					235.00
December						—
January	1 [illegible]					[illegible]
February		1 Extra 100.00				100.00
March						—
April						—
May						—
June						
Total	307.50	147.50	—	—	—	455.00

455.00

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						
April	4 1245.00					1245.00
May						—
June						
Total	1,245.00	—	—	—	—	1245.00

Smith Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July	3 550 658.00					550.00 658.00
August	2 190.00					190.00
September	1 1,440.00					1,440.00
October						—
November	5 1,245.00					1,245.00
December	2 90.00					90.00
January	4 330.00					330.00
February	3 545.00					545.00
March						—
April						—
May						—
June						
Total	5498.00	—	—	—	—	5498.00

5498.00

Strassburger

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August						—
September						—
October	3 175.00					175.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
Total	175.00	—	—	—	—	

175.00

Ulmann Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July	7 350.00					350.00
August						—
September	1 55.00					55.00
October	2 [illegible]					[illegible]
November						—
December	2 400.00					400.00
January						—
February	1 65.00					[illegible]
March	1 30.00					30.00
April						—
May						—
June						
Total	980.00	—	—	—	—	

980.00

Lodge Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July	23 4,405.96					4,405.96
August	12 1,059.00					1,059.00
September	14 2,109.00					2,109.00
October	3 705.00					705.00
November	6 960.00					960.00
December	3 80.00					80.00
January	12 887.50					887.50
February						—
March						—
April						—
May						—
June						
Total	10,208.96	—	—	—	—	

10,208.96

Halsband Fund

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
JULY		1 62.40				62.40
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May	1 25.00					25.00
June						
Total	25.00	62.40	—	—	—	

87.40

Friends' of the Library

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August	4 230.40	1 (Longwell-Churchill) 120.00				350.40
September						—
October		1 (Travis-Arnfield) 752.45				752.45
November	1 (Barnes) 275.00	5 610.00				885.00
December		9 615.00				615.00
January		1 1705.00				1705.00
February			2 (Travis-Jones) 3160.			3160.00
March	2 Frost & McDonnell 352.50	1 Coeteau 275.00	1 Jessel 225.00			852.50
April	1 55.00	1 Churchill 150.00				205.00
May		1 Hyde 65.00				65.00
June						
Total	912.90	4292.45	3385.00	—	—	8590.35

+ Longwell (Longwell) 2730.
Jones-(Rent) 250.
Churchill (Longwell) 350.
5780
Trans. from Friends 1000
Acct 2/21/69
6780.

657.85

COLUMBIA UNIVERSITY INTERDEPARTMENTAL MEMORANDUM
OFFICE OF THE DIRECTOR OF THE BUDGET
REQUEST FOR APPROPRIATION FROM A GIFT ACCOUNT FOR 1965-66
(See instructions on reverse side)

To: Recorder of Gifts
Box 4, Low Library

Date February 5, 1969

From: Helen M. Selesky
(Please type name and sign or initial)

School, Department or Office Libraries

Please appropriate $2,290.00 (amount) from the gift titled Gifts from Friends of the Columbia Libraries

for the following purposes:

Account No. 0311- Activity 501 Gift No. 5763

Type of Expenditure	Amount	Fringe	Proposed Expenditure Account Number (For Budget Office Use)
Officers' Salaries	$	$	
SUPPORTING SERVICES			
Clerical Salaries.			
Salaries of Technicians1			
Office Expenses.			
Travel			
Other (describe):			
RESEARCH (Do not itemize under $25,000/year)			
Research Expenses.			xxx-3070-xxxx
RESEARCH (Itemize only if over $25,000/year)			
Officers' Salaries			
Clerical Salaries			
Salaries of Technicians.			
Office Expenses.			
Other (describe):			
OTHER (describe): Purchase of Masefield Manuscripts & Letters (C. Lamont) For allocation to Sub-account 586-8201-0533	$2,290.00	None	573-8270-5763
TOTAL	$2,290.00		

Note: Send one copy of this form to the Recorder of Gifts and retain duplicate for your records. IF YOUR GIFT IS OVERDRAWN, FILL IN EXPLANATION ON REVERSE SIDE.

Form GOT-66

Copy for Acct. Office

COLUMBIA UNIVERSITY INTERDEPARTMENTAL MEMORANDUM
OFFICE OF THE DIRECTOR OF THE BUDGET
REQUEST FOR APPROPRIATION FROM A GIFT ACCOUNT FOR 1965-66
(See instructions on reverse side)

To: Recorder of Gifts
Box 4, Low Library

Date February 12, 1969

From: Mrs. Helen Selesky
(Please type name and sign or initial)

School, Department
or Office Libraries
Friends of the Libraries Gift

Please appropriate $2,500 (amount) from the gift titled 0311-501-5763

Account No. 0311- Activity 501 Gift No. 5763

for the following purposes:

Type of Expenditure	Amount	Fringe	Proposed Expenditure Account Number (For Budget Office Use)
Officers' Salaries	$	$	
SUPPORTING SERVICES			
Clerical Salaries			
Salaries of Technicians			
Office Expenses			
Travel			
Other (describe):			
RESEARCH (Do not itemize under $25,000/year)			
Research Expenses			xxx-3070-xxxx
RESEARCH (Itemize only if over $25,000/year)			
Officers' Salaries			
Clerical Salaries			
Salaries of Technicians			
Office Expenses			
Other (describe):			
OTHER (describe): Towards purchase of Henry James letters (with Spec.Coll. dupls. acct.). For allocation to sub-acct. 586-8201-0533	$2,500		573-8270-5763

TOTAL $2,500

Note: Send one copy of this form to the Recorder of Gifts and retain duplicate for your records. IF YOUR GIFT IS OVERDRAWN, FILL IN EXPLANATION ON REVERSE SIDE.

Form GOT-66

Engel

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August						—
September						—
October		2 608.00		—		608.00
November						—
December						—
January						—
February		2 500.00				500.00
March						—
April		1 typing 250.00				250.00
May						—
June						
Total	—	1358.00	—	—	—	1358.00

1358.00

1968/69 Month	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April	1 Manz Poster 543.00					543.00
May						—
June						
Total	543.00	—	—	—	—	543.00

COLLECTION STATISTICS 1968/69

COLUMBIA UNIVERSITY LIBRARIES

	Total June 30, 1968	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1969
General Collections	1,818,463	47,864	15,060	2,949	65,873	4,101	6,309	10,410	55,463	1,873,926
Subject Collections	506,605	18,828	3,073	1,629	23,530	966	277	1,243	22,287	628,388*
Professional School Collections	1,570,870	35,370	382	1,520	37,272	842	119	961	36,311	1,512,132*
TOTALS	3,895,938	102,062	18,515	6,098	126,675	5,909	6,705	12,614	114,061	4,014,446*
		120,577								

* Revised figure; net change does not total this figure. The major reason is that 101,000 college catalogs have been transferred to the subject collections category from the professional school (Library Service) collections category.

GENERAL COLLECTIONS

	Total June 30, 1968	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1969
General Library	1,105,502	37,551	_____	_____	37,551	3,740	_____	3,740	33,811	1,139,313
Browsing Room	2,671	_____	_____	50	50	_____	_____	_____	50	2,721
College	61,749	4,218	814	_____	5,032	28	_____	28	5,004	66,753
Columbiana	17,081	117	_____	_____	117	_____	_____	_____	117	17,198
East Asian	294,684	1,281	14,246	309	15,836	189	108	297	15,539	310,223
Reference	27,003	1,259	_____	_____	1,259	133	_____	133	1,126	28,129
Special Collections	309,773	3,438	_____	2,590	6,028	11	6,201	6,212	-184	309,589
TOTALS	1,818,463	47,864	15,060	2,949	65,873	4,101	6,309	10,410	55,463	1,873,926

SUBJECT COLLECTIONS

	Total June 30, 1968	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1969
Biological Sciences	33,328	998	52		1,050	19		19	1,031	34,359
Burgess-Carpenter-Classics	118,077	3,943	696	275	4,914	66		66	4,848	122,925
Chemistry	28,537	763	44		807	22		22	785	29,322
College Catalogs*				1,142	1,142				1,142	101,000*
Computer Center	375	44	18		62				62	437
Fine Arts	36,395	1,646	41	38	1,725	4		4	1,721	38,116
Geology	68,478	1,098	14	51	1,163	23		23	1,140	69,618
Geoscience	7,345	592	8		600				600	7,945
Graphic Arts	9,866	464	4		468				468	9,972**
International Affairs	16,022	5, 555	168	40	5,763	3	5	8	5,755	21,777
Mathematics	16,561	426	117		543				543	17,104
Music	35,529		1,580	9	1,589		272	272	1,317	36,846
Paterno	18,800	817	48	1	866	411		411	455	19,255
Philosophy	11,206	131	66	12	209	1		1	208	11,414
Physics	15,762	685	144	1	830	9		9	821	16,583
Psychology	18,670	390	55	60	505	123		123	382	19,052
Science	68,400	548			548	19		19	529	68,929
Theatre Arts	140	550	9		559				559	699
Ware	3,114	178	9		187	266		266	-79	3,035
TOTALS	506,605	18,828	3,073	1,629	23,530	966	277	1,243	22,287	628,388**

* Formerly included with Library Service; total is an estimate.
** Revised figure; net change does not total this figure.

PROFESSIONAL SCHOOL COLLECTIONS

	Total June 30, 1968	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1969
Avery	82,836	3,233	73		3,306	85		85	3,221	86,057
Business	248,184	6,527	38		6,565	208		208	6,357	254,541
Engineering	133,407	2,596	151	1,492	4,239	69	2	71	4,168	137,595
Journalism	10,512	571	48		619	23		23	596	11,108
Law and International Law	481,606	11,393			11,393				11,393	492,999
Library Service	246,741	1,339	61		1,400	88		88	1,312	78,004*
(Dealers' Catalogs)										75,000**
Medical	287,096	9,315			9,315	369		369	8,946	296,042
Social Work	80,488	396	11	28	435		117	117	318	80,806
TOTALS	1,570,870	35,370	382	1,520	37,272	842	119	961	36,311	1,512,132***

*Revised figure, deleting Dealers' and College Catalogs; net change does not total this figure.
**Formerly included with Library Service; total is an estimate.
***Revised figure.

1968-1969 MICROFORMS

	MICROFILM				OTHER MICROFORMS		
	6/30/68	Additions	WD	6/30/69	6/30/68	Additions	6/30/69
Avery	32	3		35			
Business	657			657	34,681		34,681
Chemistry	18	1		19	613		613
East Asian	2,764	648		3,412			
Engineering	2,272	20		2,292	185,827	14,174	200,001
Geology	1			1			
Geoscience	4			4	2,731	32	2,763
International Affairs	7	140		147	1,244		1,244
Journalism	699			699	1,153		1,153
Law	382	10		392	5,982	2,887	8,869
Mathematics	24			24			
Microform Room*	46,375	2,803	24	49,154	203,386	16,048	219,434
HRAF	765			765	54,287	6,300	60,587
Music	690	63		753	472		472
Physics	6			6	316		316
Science	49	14		63			
Social Work	125	12		137			
Special Collections	671	15		686			
TOTALS	55,541	3,729	24	59,246	490,692	39,441	530,133

*Formerly Library Service.

COLUMBIANA
Annual Report - 1968-69

I - Development and maintenance of the collection

A. Printed materials

Acquisitions

The Columbiana Collection has been increased in 1968/69 by the addition of 67 volumes (serials) and 10 volumes (individual titles) catalogued and 28 volumes uncatalogued, by 30 additions to the duplicate collection and 5 to the Faculty Offprint file. Notable among these were 14 works of George Woodberry, not previously in Columbiana, from the ~~Gary Estate~~ Mary Flagler Cary Charitable Trust.

Cataloging and indexing

124 volumes were catalogued in 1968/69, 67 of which were serials (additions.) It was proposed at the beginning of the year that cataloging of the tremendous backlog of materials in Columbiana should proceed at the rate of 20 to 30 volumes each week. This expectation has not been fulfilled as these figures show. A card file has been made of all persons to whom honorary degrees have been awarded since 1945, arranged alphabetically for quick reference. The degrees awarded under Dr. Butler (1902-45) are published in a single volume and those previous to this time recorded in the Alumni Register. The index now completes the record of honorary degrees awarded by the University and will be added to each year.

As in previous years the daily clippings from the New York Times, Spectator, etc. are mounted and filed as well as the daily-received press releases from the Office of Public Information. In addition, alumni from various parts of the United States send in clippings from their local newspapers to supplement these.

B. Manuscripts and Manuscript Collections

Acquisitions

33 individual manuscripts and 5 manuscript collections were acquired during 1968/69. Among the former were "A Poem on the Pleasures derived from the Association of Ideas," an 8-page manuscript by James Wallis Eastburn, C.C. 1816, delivered at the annual Commencement of that year; the text of a speech by Melville

Cane, C.C. 1900, at the Friends of the Libraries meeting in honor of George Woodberry, February 20, 1969; the text of a speech by Dr. Jacques Barzun, University Professor, at the memorial services for Dr. Frank Fackenthal, February 3, 1969. Included in the Manuscript Collections acquired were the papers of the Cox Commission investigating student disturbances at Columbia University in the spring of 1968, the gift of the Cox Commission; the papers (partial) of Professor Bergen Davis (1903-1939), 1 box, the gift of Mrs. Charles P. Butler; manuscript illustrations for E.B. Wilson's Cell in Development and Heredity, 4 boxes, gift of the Department of Zoology; lecture notes of Charles F. McCombs, reference librarian, New York Public Library, in courses in Bibliography and Reference, School of Library Service, Columbia University. (2 boxes, transferred from the School of Library Services Library.)

Cataloging

125 individual manuscripts were indexed and filed and three manuscript collections arranged and indexed. Additions were made to the Departmental Records, Alumni Records, and Administrative Records files. Three manuscript collections were arranged and indexed: The Cox Commission papers, which were supplied with an index by individual name, by subject, and by chronology; the E.B. Wilson collection of zoological illustrations arranged as they appear in his book, The Cell; lecture notes of Charles F. McCombs, arranged but not indexed.

C. Other Materials

Among the acquisitions of non-book, non-manuscript materials were 2 diplomas awarded to Alfred Leopold, A.B. 1882, LL.B. 1884; the Delft shaving bowl of Samuel Johnson, first president of King's College; the bib made by Charity Floyd Johnson, wife of the first president of Kings College for her son, William Samuel Johnson, third president, 1729, the gift of Beverly Robinson through

Mrs. Luther Evans; 12 framed pictures of Columbia interest; 4 scrapbooks, including those of Melville Cane and George Woodberry; and various collections of ephemeral materials distributed during student disorders and during the year 1968/69.

D. Binding

92 volumes were sent to the Binding Department for pamphlet binding and portfolio boards protection, chiefly for new acquisitions.

II - Bibliographic Control

An index was completed this year of honorary degrees awarded at Columbia since 1945. This index is an alphabetical file to supplement the chronological listing available through the Commencement Bulletins. An elaborate index (alphabetical, subject, and chronological) was prepared for the Cox Commission Papers to facilitate their use by researchers. All ephemeral materials issued during the student disorders of 1968/69 have been filed by subject with an index to guide researchers.

III - Reference and Circulation

In 476 reader visits 1118 items were used in the reading room and 309 sent for intramural and local interlibrary loan. These figures show a slight decrease over 1967/68 due in part at least to 21 occasions on which access to Low Library and/or Columbiana was sealed off due to student disorders during the year. In addition to requests received in the reading room for information and reference assistance, many telephone and mail requests came daily. 142 reference letters were written during the year.

Chief among Columbiana's users are the officers of administration in Low Library, students and faculty of Columbia, Teachers College, Barnard, etc., the Office of Public Information, staff of Columbia College Today, and the Alumni Federation. Among the non-Columbia users were Robert Johnson, Johns Hopkins University, to see our Eisenhower materials; (Johns Hopkins is planning the publication of all General Eisenhower's papers); Richard Wetten, Queens College, for

material on George Meylan, director of athletics, Columbia College, on whom he is writing his dissertation; John Bullard, Museum Curator of the National Gallery, for information on the portrait of John W. Harper by Eastman Johnson which is at Columbiana; C.W. Justin, Philadelphia, for materials on Herman Hollerith, on whom he is preparing a biographical study; Professor C.W. Miller, Temple University, to use commencement addresses of Samuel Johnson, 1758, 1761, 1762; American Heritage Magazine for pictures of students in the 1890's; members of the Police Review Board to examine portions of the Cox Commission Papers relating to police action on the campus; Sharon O'Quin, University of North Carolina, to compare Columbia protests with disturbances in Mexico City; Alan A. Feld, Queens College, for material on Harry A. Scott, professor of health and physical education at Teachers College; (Mr. Feld is writing a biography of Professor Scott.) Mrs. Albert Schnitzer of Mountainside, New Jersey, for material on Lorenzo da Ponte and his life in New Jersey; Silvio Bedini, Assistant Director, National Museum of History and Technology, Smithsonian Institution, to examine pre-Revolutionary scientific instruments in the Trustees' Room; Mr. Claude Fayard and other representatives of the French television industry to see and use materials on Rodgers and Hammerstein for a documentary they are preparing on these Columbia alumni.

Intramural loans (375) were made chiefly to the officers of administration in Low Library; Photographic services; Office of Public Information; and Columbia College Today. 14 items were loaned to local libraries and publishing firms.

IV - Library Operations and Administration

As in the past, the King's College Room has been open to visitors during the regular hours of opening of Columbiana. The daily flow of visitors continues and varies from individuals to groups of 25 or 30 under the direction of the tour guides. The total for this year is less than for 1967/68, due perhaps to periods of limited access to Low Library and the generally lower number of visitors to the campus. This year, for the first time, the Kings College Room was not open for

the Hamilton and Bancroft dinners due to the increasing use of the corridor outside for serving and coat racks, making it impossible for guests at the dinner to reach Columbiana. It was open and used as a cocktail room on the occasion of the dinner to Dr. Humphrey on his retirement form the College of Physicians and Surgeons, June 5, 1969.

b. Exhibitions

The exhibition of the architectural development of the Columbia campus continues to be of great interest to all who visit Columbiana.

For the occasion of the Bancroft Dinner, April 24, an exhibition was installed in the lobby of Butler Library showing a selection of the books which have been awarded the Bancroft Prize.

c. Staff

Susan Bilton, appointed June 1, 1967 as full-time supporting staff, continues to occupy this position and to fulfill its duties in a most satisfactory manner. Page service has been available most of the year, enabling us to clear some of the routine backlog of filing and sorting.

V - Problems

The problems in Columbiana are mainly two --both of long standing.

1. Cataloging

Although arrangements were made last fall to catalog the great backlog of books at the rate of about 20 titles a week, this has not been carried out as figures in the statistical section indicate. (10 new acquisitions catalogued, 57 previous acquisitions catalogued.) Meanwhile the backlog increases as new titles are added. Serials are excluded from this as they are kept well up to date in the Serials Division.

2. Temperature

I quote from my 1967/68 report:

"As has been recorded in previous Columbiana Annual Reports, the continued exposure of the antique furnishings and oil portraits in the King's College Room and the Columbiana Reading Room to the extreme heat of both summer and winter is

affecting them very adversely, drying the glue and warping the wood in the furniture, and drying the paint and canvas of the portraits. This winter the leaves of one of the 18th century drop-leaf tables fell apart entirely and had to be repaired. A more equable temperature, both summer and winter, is necessary if these valuable art objects and paintings are to be properly preserved.

"It might be noted also that air-conditioning in the King's College Room - Columbiana area would not only help to preserve the furnishings and portraits; it would also increase the efficiency of the staff during the heat of the summer, and provide more comfort for readers who find Columbiana next to impossible to work in during July and August."

Respectfully submitted,

Alice H. Bonnell
Curator, Columbiana

COLUMBIANA
Annual Report - Statistics
1968/69

	1965/66	1966/67	1967/68	1968/69
I. Attendance				
Reader visits	419	581	542	506
Visitors	2349	3808	3445	3048
II. Use of the Collections:				
A. On the premises				
Books	727	1241	1101	806
Manuscripts	24	48	319	137
Vertical files	361	535	54	212
	1112	1824	1474	1155
B. Off the premises				
Intramural	89 } 142	711 } 913	349 } 359	406 } 424
Extramural	53 }	202 }	10 }	18 }
Total Use	1254	2737	1833	1579

III. Growth of the collection:

	1968/69
A. Printed matter	
New acquisitions - cataloged	67 (serials)
	10 (books)
New acquisitions - uncataloged	28
Additions to duplicate collection	30 } not included
Additions to faculty offprint collection	5 } in holdings
B. Manuscripts	
Individual Manuscripts	33
Book manuscripts...15	
Letters and documents...18	
Manuscript collections	5
Additions to manuscript collections presently received	0
C. Other material acquired	
Framed pictures	12
Diplomas	2
Scrapbooks	9
Miscellaneous memorabilia	6
Photographs	7

IV. Processing:

A. Printed materials

Previous acquisitions catalogued 57

	1965/66	1966/67	1967/68	1968/69
Sent to cataloging dept.	59	40	43	72
Sent to binding dept.	67	114	135	99
Received from cataloging dept.				67
Received from binding dept.				99

B. Manuscripts (processed in Columbiana)	1968/69
Individual manuscripts	129

		1968/69	
	Book manuscripts..... 4		
	Letters and documents.125		
	Manuscripts collections	2	
	Additions to manuscript collections previously received	50	
C.	Miscellaneous (processed in Columbiana)		
	Framed pictures	15	
	Diplomas	2	
	Scrapbooks	3	
	Departmental Records.....	95	volumes
	Alumni records.....	15	boxes
	Photograph albums.....	1	
	Phonograph records.....	3	
	Prize awards	5	
	Printed broadsides	20	

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1968. Library Columbiana

Staff member responsible for this report: Alice H. Bormell
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		168	26	0
Aug.		61	11	0
Sept.		39	11	0
Oct.		63	14	0
Nov.		85	19	0
Dec.		183	14	0
Jan.		139	78	5
Feb.		127	38	0
March		105	72	5
April		67	47	4
May		81	47	4
June		35	13	4
TOTAL		1153	388	22

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(867)2C

INSTRUCTIONS

Read all instructions before beginning this form.

1. A professional staff member is to oversee data collection procedures and the preparation of this report.

2. The purpose of this report is to obtain a reliable record of the use of library materials for research or instructional purposes. The base for the count is physical items; that is, a bound volume, an issue of a journal, a pamphlet, a microfiche, a microfilm reel, a manuscript, etc.

3. All loans signed for by an individual borrower or signed out to another library are to be counted. Items that must be signed for by users even though they cannot be taken from the library are to be included. The only recorded loans not to be counted are those to technical service departments, since such loans are generally made for operational reasons and not for research or instructional purposes.

4. Renewals are not to be counted.

5. The total number of recorded loans made each month in each category is to be entered in the appropriate column. The headings are self-explanatory. After the entries are made, copy the form on Xerox or other copying machine and send the copy to the Assistant Director, 315 Butler, by the 10th of the following month.

6. At the end of the fiscal year:

   (1) Total all columns, checking figures carefully.

   (2) Estimate total non-recorded use(that is, books and other materials used by readers in the library without a charge being made) for the entire year, and indicate in a few sentences how this estimate was made; i.e., was it based on several samples taken during the year of books picked up from tables and shelved, general impressions, etc. In making this estimate it might be useful to consider non-recorded use in the light of recorded use - is it about one-half of recorded use, about equal to recorded use, more than recorded use, etc. Keep in mind during the year that this estimate will be required at the end of the year, and plan how you will provide the information. Note that this is simply to be a reasonable estimate based on experience and judgment. No special records or elaborate counts are to be made.

   (3) As is done each month, submit one copy of the completed form by July 10. Other copies will be needed for inclusion in your annual report.

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1968/69

Department: Columbiana Reported by: A. Bonnell Date: 6/16/69

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS	———	———	———	———
Books	~~6195~~ 6126	67		~~6262~~ 6193
Serials	7666	10		7676
TOTAL (Books & Serials)	13,792 ✓	77		~~13838~~ 13,869
College Catalogs				
Music Scores				
Newspapers	292 v. ✓	5 v.		297 v.
Technical Reports				
Trade (Manufacturers) Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	~~722 ca.~~ 711 ca.	28		739 ca.
Duplicates	~~2447 ca.~~ 2494 ca.	30		~~2471~~ 2524 ca.

C1(6/68)5C

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS				
Reports for Bachelor's degrees				
Master's essays				
Doctoral dissertations				
Music (Varsity Show scores)	7 boxes ✓			7 boxes
Books, letters, dairies, etc.	339 ✓	33		372
Other (please specify)				
Manuscript collection	22 ✓	5		27
Original drawings	268 ✓			268
3. MICROTEXT				
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	—	—	—	—
Films	7	1		8 4
Phonograph records	51	3		54
Slides				
Tape recordings (spool,reel)	29	0		29
Other (Please specify)				
5. OTHER MATERIALS	—	—	—	—
Broadsides	57			57
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia See below*	1404	16		1420
Newspaper Clipping File				
Pamphlets (uncat.) Faculty Offprints	7888	5		7893
Photographs (framed)	~~164~~ 152	7		~~171~~ 159
Pictures, prints, drawings, etc.	5 v.f. drawers 25 corr. boxes			5 v.f. drawers 25 corr. boxes
Tests				
Other (Please specify)				
Scrapbooks	106	9		115

* Diplomas - 2 Scrapbooks - 4 Medal - 1 Johnson family - 4 Miscellaneus - 5